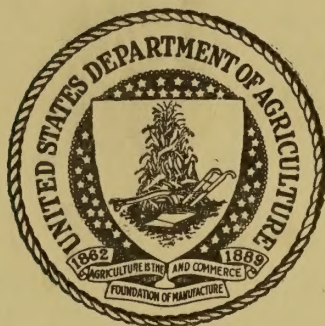


1.952
In 73
1950

INSTRUCTIONS
for
PREPARATION
of
FCIC
CORRESPONDENCE

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DEPARTMENT OF AGRICULTURE
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BOOK NUMBER 1.952
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1950



UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Crop Insurance Corporation
Washington 25, D. C.

April 12, 1950

To: All Employees in Clerical, Typing, and
Stenographic Positions

From: E. W. Anderson, Acting Manager

Subject: Instructions on Preparation of Correspondence

The attached instructions have been compiled in an effort to aid you in the preparation of correspondence in order to obtain a uniform procedure for FCIC. These instructions supersede those issued on February 20, 1947.

These instructions are not complete, but set forth specific information applicable to FCIC correspondence. They should be used in conjunction with the USDA Correspondence Style Manual. You will also find the U. S. Government Printing Office Style Manual a valuable guide in such things as compounding, punctuation, and capitalization. Each Division will have available a U. S. Government Printing Office Style Manual.

It is particularly important that you follow these instructions and use every means possible to improve the standard of our correspondence. Whether it is to our own field offices or to someone outside the Corporation, the appearance of your work will have a direct bearing on the type of correspondence that will be representative of our organization.

If, from time to time, you feel there are additional points which should be covered by these instructions, please submit your suggestions to the Administrative Division.

E. W. A.

Acting Manager

Attachment

757469

INSTRUCTIONS TO STENOGRAPHERS

I STATIONERY TO BE USED:

Standard Form No. 64, "Office Memorandum," is used for all correspondence

- (1) between Washington and field offices of FCIC.
- (2) between organizational units of the Department of Agriculture located in Washington, D. C.

Paper the same color and weight as Standard Form No. 64 should be used as continuation pages when a memorandum is more than one page long.

Letterhead stationery is always used for correspondence in the following instances:

- (1) Congressmen.
- (2) Persons outside the Government.
- (3) Government agencies other than Department of Agriculture.
- (4) USDA agencies located in Washington, D. C., if correspondence is important or non-routine.
- (5) All field offices of USDA other than FCIC (example: Regional Offices of the Solicitor, Chairmen of State PMA Offices).

Memorandum form on letterhead stationery denotes less formality than a letter form on letterhead stationery. Memorandum form requires the use of "To," "From," and "Subject" lines. All letters to PMA State Offices should be in letter form.

II HEADING OF MEMORANDUM:

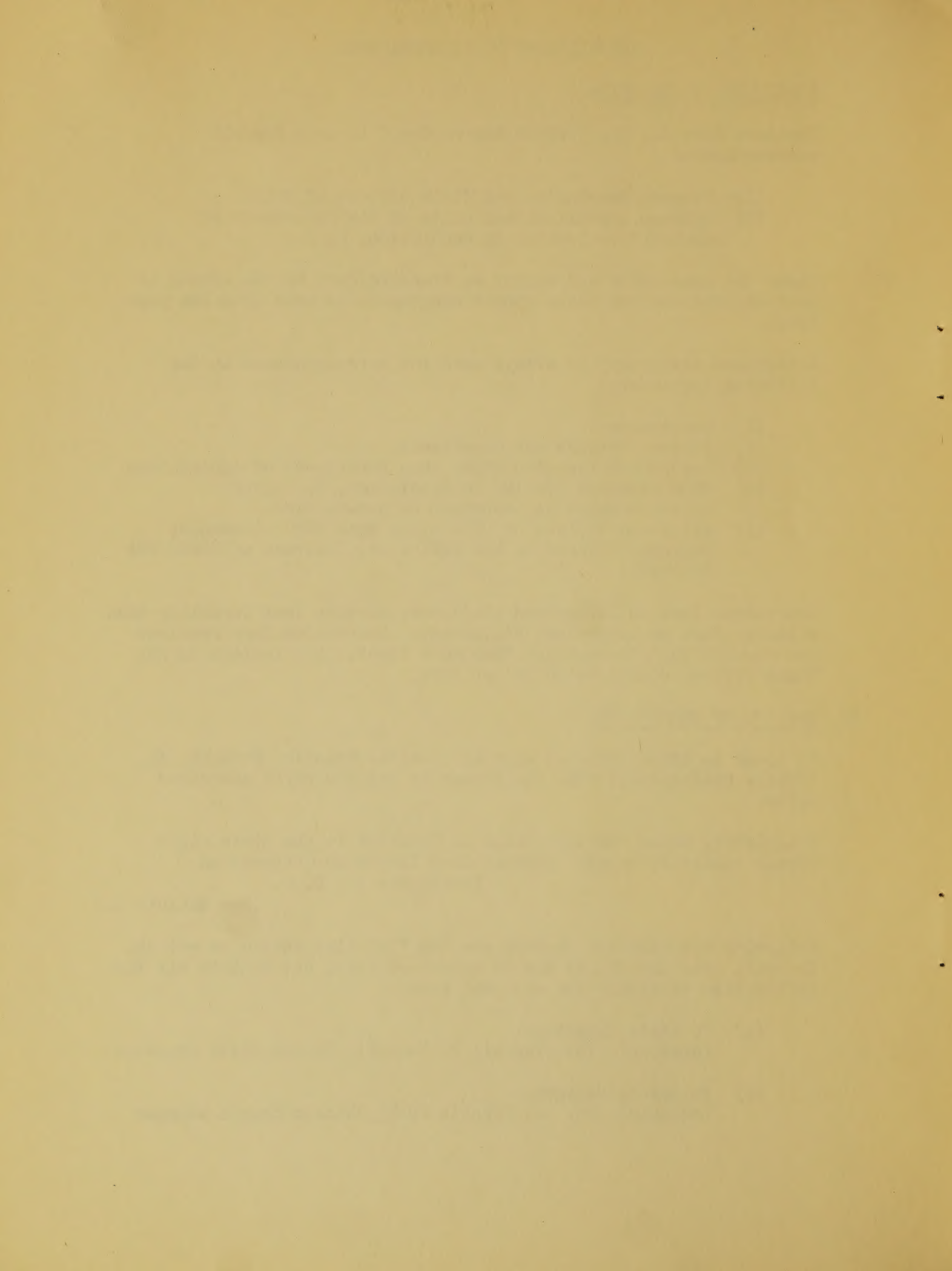
In order to standardize as much as possible Standard Form No. 64, "Office Memorandum," FCIC has chosen to use the style described below:

Immediately below "UNITED STATES GOVERNMENT" in the upper right corner should be typed: Federal Crop Insurance Corporation
Washington 25, D. C.

(See Exhibit 1.)

Following are examples showing how the "To" line should be set up. You will note the titles are in condensed form, but contain all the information necessary for our mail room.

- (1) To State Directors:
(example) To: Wendell O. Becraft, Kansas State Director
- (2) To Branch Manager:
(example) To: J. Francis Buck, Chicago Branch Manager



When addressing a state director who has supervision over more than one state, refer to the state in which the state office is actually located.

(example) To: Willis B. Bergey, Pennsylvania State Director

The same memorandum (other than SD-BM series) going to all, or nearly all, states may be duplicated by the ditto process. Copies, as required, should be marked for distribution.

If the same memorandum is written to more than one state but does not justify ditto process, it will be necessary to prepare an original and one carbon for each state office, as carbon copies are too easily overlooked by the recipient. On the file copies, list after "To" the states to which the memorandum is sent. (Example: "To: Mich., Minn., Ind., and Ohio State Directors")

If the preparing office does not have sufficient time or stenographic help to prepare all originals, it should contact the Administrative Division of FCIC, which will make every effort to provide the assistance.

III COMPLIMENTARY CLOSE:

It is suggested that the complimentary close "Sincerely yours," be typed on Congressional letters for the Manager's signature and "Very truly yours," be typed on all other letters.

IV SIGNATURE:

The Manager or Acting Manager signs all outgoing correspondence for FCIC.

On all outgoing letters "G. F. Geissler, Manager" should be typed five spaces below and flush with the complimentary close. (See Exhibit 3.) These instructions shall be followed regardless of who signs the letter. In case someone other than the Manager signs, Records and Control shall stamp the word "For" immediately preceding "G. F. Geissler."

On all outgoing memorandums "Manager" should be typed slightly to the right of the center of page and five spaces below last line of body of memorandum. (See Exhibit 2.)

On telegrams to field personnel and others who would not need identification of sender, type only the name of the person signing. (See Exhibit 11.) Omit title and any other identification. Please call the Manager's Office if there is any doubt in your mind as to who is signing mail for the day.

On telegrams going to persons outside FCIC, who would need identification of sender, the title of sender and "Federal Crop Insurance Corporation" should be typed in signature space. (See Exhibit 12.) For example:

G. F. Geissler, Manager
Federal Crop Insurance Corporation

(or) E. W. Anderson, Acting Manager
Federal Crop Insurance Corporation

V LEGEND:

The legend on file copies (and copies for distribution within the Corporation) of letters, telegrams, or memorandums should identify the dictator, the stenographer, date of preparation, and card number (numerals only) of incoming correspondence. For example:

ELJones:abc
3/31/50
31601

Also on file copies should be listed persons to whom carbon copies are sent. The legend should be typed two spaces below CC notations.

The original should be removed entirely from the typewriter when typing the legend on file copies. The habit of placing a paper over the original or disengaging the ribbon by moving the color control key to white, very often results in a readable imprint of the legend on the original.

The pink copy of card, Form FCIC-29A, attached to incoming correspondence is for use of office to which correspondence is referred. It should be completed, detached, and retained in that office for reference purposes. The green copy remains stapled to the incoming piece of correspondence until action is completed and it is finally filed in Records and Control.

VI ASSEMBLY OF FILES:

Letters or memorandums;

Original)	
White CC (without legend))	Stapled (Except Congressional letters)
Enclosures, if any)	
Envelope, if necessary, (address up, lengthwise at left of file)		
CC persons outside FCIC Washington Office		
Envelope for preceding CC, if necessary		
Yellow CC)	
Incoming letter & enclosures)	Stapled
Previous correspondence)	
Green CC		
White CC for persons in FCIC Washington Office (appropriate Area Director, Division Chief, etc.)		
Pink CC		

Letters for Secretary's Signature

Jacket)
White copy of jacket)
Original on Blue Seal letterhead) Do not staple
White CC (no legend))
Enclosures)
Envelope (Office of the Secretary envelope)
CC for persons other than addressee (other than FCIC Branch
or State Offices)
Envelope for above CC, if necessary
Salmon CC (initialed by Manager or Acting Manager in lower
right hand corner. If rewritten, attach original salmon.
2 White CC (one has incoming letter stapled to it.)
Yellow CC stapled to previous correspondence
Green CC
White CC for FCIC Branch Office, State Directors, Area
Directors, Division Chiefs, etc., if necessary.
Pink CC

Telegrams

Original (SF-114)
White CC (with legend)
Green CC
White CC for persons outside FCIC Washington Office
Envelope for preceding CC, if necessary
Confirmation Copy (without legend but may have notation of
CC if believed necessary)
CC (SF-114)
Yellow CC)
Incoming correspondence) Stapled
Previous correspondence)
CC for persons in FCIC Washington Office
Pink CC

NOTE: Identification of the dictator and stenographer and the telephone extension of the dictator should be typed on all copies of wires except the confirmation copy and any CC for persons outside FCIC Washington Office. The notation of "CC" should not be typed on the original of the wire.

Leased Wire Message (Sent to Chicago Branch Office only)

One original (PMA Form 189)
White CC (with legend)
Green CC
Confirmation copy (without legend)
Yellow CC)
Incoming correspondence) Stapled
Previous correspondence)
CC persons within FCIC Washington Office
Pink CC

Letters, memorandums, and wires should be assembled so that the yellow copy to be initialed is set out about $\frac{1}{4}$ " from rest of file and clipped securely at the top.

VII INITIALS:

After preparation of any correspondence (including memorandums, telegrams and letters) requiring the initials of an Area Director or any other person, it is the responsibility of the office preparing the correspondence to see that it is initialed before being sent to the Manager for signature. All correspondence pertaining to the area served by an Area Director should be initialed by that Director before it is signed by the Manager.

VIII ENVELOPES:

The Corporation is charged $1\frac{1}{2}$ ¢ for every envelope used bearing the penalty clause. Stenographers are cautioned to avoid waste of such envelopes. The following information will aid in determining what types of correspondence may be mailed without the penalty clause.

Envelopes need not be prepared for any correspondence going to the Branch Manager and state directors (regular or airmail), as FCIC mail room has such envelopes addressographed. (This includes both franked and unfranked.) Stenographers are reminded to use an "Office of the Secretary" envelope for Secretarial letters.

Unfranked envelopes should be prepared for Government mail in Washington, D. C. and vicinity. Such mail is carried by the Official Mail and Messenger Service of the City Post Office and is not subject to payment of postage. This mail should be clearly addressed, with the appropriate run and stop numbers. Refer to U. S. Official Mail and Messenger Service Instructions #10, dated March 1949.

Department of Agriculture is Run 4 Stop 209. This should be placed on all FCIC correspondence, as part of the letterhead, that is to be sent by Official Mail and Messenger Service. For example:

UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Crop Insurance Corporation
Washington 25, D. C.
Run 4 Stop 209

Run and stop number should also be typed "blocked style" two spaces above address on envelope.

Unfranked envelopes should be used for the following types of mail:

- Mail weighing more than four pounds
- Air mail
- Foreign mail
- Special delivery air mail

Franked envelopes should be used for the following types of mail:

Straight first class mail
Registered mail
Special delivery mail

IX MEMORANDUM SERIES

A numbered memorandum series is used for sending information or instructions to all FCIC state directors and the Branch Manager. The memorandums are mimeographed from stencils cut in the originating office. The memorandum should first be written on white bond, with spaces for initials of approving officers and the Manager. An original is sufficient, as no file copies are required. After securing the necessary approvals, the stencil is cut and submitted, together with the original draft, to the Manager for signature. Both the initialed stencil and the draft are then forwarded to the Administrative Division.

The following letterhead should be typed at the top of the memorandum in center of page:

UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Crop Insurance Corporation
Washington 25, D. C.

A heading will appear slightly below and to the right of this letterhead. The following are samples of headings to be used, depending upon distribution to be made:

<u>Memorandum Series</u>	
<u>SD</u>	<u>Adm</u>

<u>Memorandum Series</u>	
<u>SD</u>	<u>Adm</u>
<u>BM</u>	<u>Adm</u>

The "SD" indicates distribution to all state directors, and the "BM" indicates distribution to the Branch Manager. When memorandums are sent to both state directors and the Branch Manager, the SD should appear on the top line as in sample. The "Adm" indicates that the memorandum originated in the Administrative Division, and concerns administrative information or instructions. Other designations or abbreviations used are:

Mgr-Manager's Office
Pro-Procedure
Sal-Sales
Com-Commodities
Fis-Fiscal
Act-Actuarial

The numbering and dating of these memorandums are controlled in the Administrative Division, making it unnecessary to insert numbers or dates on the draft or stencil.

Office Memorandum • UNITED STATES GOVERNMENT
Federal Crop Insurance Corporation
Washington 25, D. C.

TO : Wendell O. Becraft, Kansas State Director

DATE:

FROM :

SUBJECT: Minimum Participation Requirement for Ford County

This is to advise you that the approved minimum participation requirement for accepting wheat applications in Ford County is 200 farms. This requirement is applicable to the 1948 and succeeding crop years and shall therefore be in effect until revised by this office.

Manager

(Short Memorandum)

Office Memorandum • UNITED STATES GOVERNMENT
Federal Crop Insurance Corporation

Washington 25, D. C.

TO : Murl E. Cummings, Washington State Director

DATE:

FROM :

SUBJECT: Reimbursement of County Association for Services Rendered

This is in reply to your memorandum of March 14, 1950, with respect to reimbursing a county for receiving monthly payments and issuing receipts on an out-of-state account.

Apparently this account should have been transferred to the county debt register of the county receiving the collections for set-off purposes. We appreciate very much the cooperation of the county office in receiving and transmitting the collections, but find that there is no authority for paying for such services. Even though a county may not be participating in a crop insurance program at this time, unpaid accounts are required to be carried on the debt register for set-off purposes, if so requested, under provisions of the Secretary's set-off procedure, with which you are no doubt familiar.

We realize the amount claimed is inconsequential; however, the situation would be the same if the amount involved were substantial. In order to honor a claim of this character it would be necessary to execute a special agreement for reimbursement, and even then we could not make payment direct to the county. Instead, it would be necessary that the funds involved be transferred to PMA here in Washington, who in turn would make an allotment to the PMA state office, provided the county office actually had need for the amount involved.

We would suggest that you review our position with the county office and express our appreciation for their fine cooperation.

It was noted that you raised a question with respect to disbursing from the petty cash fund for this type of case. The petty cash fund is to be used only for the type of disbursements contained in your instructions covering the use thereof.

Manager

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL CROP INSURANCE CORPORATION
Washington 25, D. C.

Blank Air Lines, Inc.
Municipal Airport
Houston 17, Texas

Attention: Mr. John H. Doe

Gentlemen:

Your Bill 2-339, in the amount of \$429.60, has been administratively approved for \$274.75 and placed in line for payment.

Tickets 121 30132 and 121 22686, issued on Transportation Requests A 1,631,172 and A 1,631,171, were unused from Abilene, Texas, to Bryan, Texas, and Amarillo, Texas, to Bryan, Texas, respectively. Ticket 121 40002, issued on Transportation Request A 235,873, was unused from Amarillo, Texas, to Abilene, Texas. The tickets are returned for your disposition, and the transportation requests mentioned above are returned also for your use in preparing your supplemental bill.

For your information in rebilling, the traveler had to go to Santa Fe, New Mexico, from Amarillo, Texas, and could not make connections at Amarillo, Texas, on his return from Santa Fe, New Mexico, in order for him to utilize the return portion of Ticket 121 22686. This necessitated his issuing Transportation Request A 1,631,300 from Santa Fe, New Mexico, to Bryan, Texas.

The Blank Air Lines contacted the home office about using part of the return ticket, since both flights were via Lubbock, Texas. They advised the traveler that a new direct ticket be issued from Santa Fe, New Mexico, to Bryan, Texas, and that they would settle the 10% discount later. At Abilene, Texas, he could not use Ticket 121 30132, since he could not secure a seat on any flight, although a reservation had been requested in advance. The traveler had to travel to Bryan, Texas, via Arrow Coach Lines at an additional cost of \$6.70.

Practically the same situation took place in respect to the traveler's using Ticket 121 40002. He had to travel from Amarillo, Texas, to Santa Fe, New Mexico, and on his return trip had to issue Transportation Request A 1,631,301 for a through ticket from Santa Fe, New Mexico, to

2-Blank Air Lines, Inc.

Abilene, Texas, rather than from Santa Fe, New Mexico, to Amarillo, Texas, in which case he could have used the return portion of the first ticket.

This office should be rebilled for the actual accommodations furnished. When rebilling, please return the enclosed copy of this letter.

Very truly yours,

G. F. Geissler, Manager

Enclosures-6

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL CROP INSURANCE CORPORATION
Washington 25, D. C.

Mr. Richard H. Roe
603 South Blank Street
Chicago 4, Illinois

Dear Mr. Roe:

Subject: Rejection of Application for Wheat Crop Insurance

This will acknowledge your letter of November 14, 1949, in further reference to the rejection of Wheat Crop Insurance Application No. 48-025-6-123, submitted by John Doe, Big Springs, Nebraska.

The material which you have presented on behalf of Mr. Doe will be placed on the agenda for consideration by the Board of Directors at its next regular meeting.

When a decision is rendered by the Board, you will be apprised thereof in due course.

Very truly yours,

G. F. Geissler, Manager

(Letter with subject line)

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL CROP INSURANCE CORPORATION
Washington 25, D. C.

AIR MAIL

Mr. John Doe
3251 Calvert Road
Lancaster, Pennsylvania

Dear Mr. Doe:

This is in reply to your letter of February 2, 1945, relative to trying crop insurance on cigar tobacco in Lancaster County, Pennsylvania.

When the Federal Crop Insurance Corporation started working on its trial program of crop insurance for tobacco, it was contemplated that its activities in 1945 would be confined to those major types of tobacco for which data were already assembled since it was felt that there would not be sufficient time to assemble data and set up a program on other types. A representative, however, was sent to some of the areas, including Lancaster County, for a preliminary survey of the available data. The preliminary examination indicated that acreage and production figures for individual farms would probably be available.

Preliminary instructions have been prepared and are going out regarding the listing of all tobacco farms and the obtaining of acreage and production figures over a period of years for Lancaster County and a number of other producing areas. This will involve a considerable amount of work and the time element is important. The Corporation is required by law to determine that sufficient actuarial data are available before starting the program. Thus the inauguration of insurance in Lancaster County on the 1945 crop will depend on the sufficiency and character of the data obtained from this listing and the time in which the work can be completed.

We realize there is much interest in this program in Lancaster County, and we are anxious to try crop insurance there in 1945 if it can be done.

Very truly yours,

G. F. Geissler, Manager

(Air mail letter)

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL CROP INSURANCE CORPORATION
Washington 25, D. C.

REGISTERED MAIL - RETURN RECEIPT REQUESTED

Mrs. Mary Smith
Box 518
Chalmette, Louisiana

Dear Mrs. Smith:

The U. S. Civil Service Commission has requested this Corporation to furnish it your completed Retirement Record Card, as you have made application for refund of the amount to your credit in the retirement fund.

Before your Retirement Record Card can be completed by this Corporation, we need the information requested on the enclosed form so that we can terminate your appointment and complete your Retirement Card.

Please show the appropriate information on the enclosed form, sign, date, and return it to us as soon as possible.

Very truly yours,

G. F. Geissler, Manager

Enclosure

(Registered Letter with Return Receipt Requested)

Post Office Department
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, \$300

POSTMARK OF DELIVERING
OFFICE

Return to G. F. Geissler, Manager, FCIC

(NAME OF SENDER)

Street and Number, } U. S. Dept. of Agriculture, South Building
or Post Office Box, }

REGISTERED ARTICLE

No. _____
INSURED PARCEL

WASHINGTON, 25,

D. C.

No. _____

Front

Form 3811
Rev. 1-4-40

Mrs. Mary Smith

RETURN RECEIPT

Received from the Postmaster the Registered or Insured Article, the original number of which appears on the face of this Card.

1 _____
(Signature or name of addressee)

2 _____
(Signature of addressee's agent—Agent should enter addressee's name on line ONE above)

Date of delivery _____, 194__

Back

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL CROP INSURANCE CORPORATION
Washington 25, D. C.
Run 4 Stop 209

Hon. Warren G. Magnuson
United States Senate

Dear Senator Magnuson:

This is in reply to your letter of November 26, 1947, with which you submitted a letter from Mr. John Doe, Wellpinit, Washington, concerning indebtedness of \$12.49 under a 1943 wheat crop insurance contract covering land formerly owned by him in South Dakota. Mr. Doe attached a letter which he has received from our State Crop Insurance Director asking that this indebtedness be paid.

Mr. Doe points out that the Government agreed to take the premium out of his Soil Conservation payment. It is true that Soil Conservation payments could be set off and applied on Federal crop insurance indebtedness. However, if the payments earned under the Agricultural Conservation Program are insufficient to take care of the crop insurance indebtedness, the insured is not relieved of his obligation to pay the remaining indebtedness.

The cost of crop insurance is based on the protection afforded and the premiums due under crop insurance contracts have no relation to the Agricultural Conservation Programs except that both programs are administered by agencies of the United States Department of Agriculture, and arrangements are made which will permit setting off Agricultural Conservation Program payments to pay crop insurance indebtedness as indicated above.

We trust that the foregoing will enable you to reply to Mr. Doe's letter.

Sincerely yours,

G. F. Geissler, Manager

Enclosures-2



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

Run 4 Stop 209

Hon. John Doe
United States Senate

Dear Senator:

This will acknowledge your letter of February 1, 1950, with which you submitted a letter from Mr. J. D. Jones, Box 111, Pelzer, South Carolina, in connection with his 1948 cotton crop insurance.

Since the records for individual crop insurance contracts are not kept in Washington, it has been necessary for our crop insurance people to request a report on the facts in this case from their field office. As soon as this information is received, we will write you further.

Sincerely yours,

Secretary

Enclosure

(Congressional Letter for Secretary's Signature)

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

(EXHIBIT 10)

FROM U. S. Department of Agriculture

BUREAU Federal Crop Insurance Corporation

CHG. APPROPRIATION 1202207(27)

U. S. GOVERNMENT PRINTING OFFICE

10-1723

Straight Telegram

January 25, 1950

Henry L. Anderson
Federal Crop Insurance Corporation
Box 519
Lewistown, Montana

YTA25. In view of change in type of program, McCone County, you are hereby authorized to accept applications in question if otherwise regular. Place copy of this wire in each applicable state office contract folder.

J. B. Daniels

TADoe:abc
8360

(Telegram signed by Acting Manager)

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

(EXHIBIT 11)

FROM U. S. Department of Agriculture

BUREAU Federal Crop Insurance Corporation

CHG. APPROPRIATION 1202207(27)

U. S. GOVERNMENT PRINTING OFFICE

10-1723

Night Letter

July 28, 1947

Burrell J. Monroe
Federal Crop Insurance Corporation
225 W. Oak Street
Ft. Collins, Colorado

John P. Mix
Federal Crop Insurance Corporation
1524 Vista Street
Boise, Idaho

Wendell O. Becraft
Federal Crop Insurance Corporation
1122 Moro Street
Manhattan, Kansas

Floyd B. Himes
Federal Crop Insurance Corporation
200 N. Capitol Avenue
Lansing, Michigan

Elmer Tabor
Federal Crop Insurance Corporation
Room 1129 Main P. O. Building
St. Paul, Minnesota

George L. Carlton
Federal Crop Insurance Corporation
I. O. O. F. Building
10th & Walnut Streets
Columbia, Missouri

Final legislation provides for insurance in maximum of 200 wheat, 56 cotton, 50 flax, 50 corn, 35 tobacco counties and 2 new commodities for 1948. Letter follows.

G. F. Geissler

GFGeissler:la
4936

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

(EXHIBIT 12)

FROM U. S. Department of Agriculture

BUREAU Federal Crop Insurance Corporation

CHG. APPROPRIATION 1202207(27)

U. S. GOVERNMENT PRINTING OFFICE

10-1723

Night Letter

February 15, 1950

Cooperative G. L. F. Farm
Products, Inc.
Canandaigua, New York

Please advise immediately by wire, collect, current price on wheat. Confirm
6-cent downward adjustment to obtain price received by farmer.

G. F. Geissler, Manager
Federal Crop Insurance Corporation

MASmith:acb
8945

(Wire to persons outside FCIC)

Form PMA-189
(6-4-46)
Superseding OMS-208
and OCC-364

(EXHIBIT 13)

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

LEASED WIRE MESSAGE

DATE

Washington, December 14, 1949

J. Francis Buck

Area

Chicago

YTL2. Pike County, Illinois, wheat differential 19 cents to St. Louis;
21 to Chicago; 26 to Louisville.

G. F. Geissler

(Telegram to Chicago Branch Office)

RJPossion:hck

(FULL NAME OF SENDER)

FCIC

(BRANCH OR DIVISION)

(ROOM)

5328

(EXTENSION)

